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14 JAN 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]
Director of Information Services

SUBJECT: OIS Weekly Report (6-12 January 1982)

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Classification Review Division

CRD reviewed a total of 1,215 CIA documents (22,568 pages) and declassified 0.2 percent. An additional 3 documents (6 pages) of non-CIA documents, one Foreign Relations of the United States galley proof (228 pages), one manuscript (241 pages) and 3 miscellaneous documents (207 pages) were also reviewed.

Records Management Division

RMD prepared for DDA signature a memorandum to OGC transmitting Agency comments on the latest Information Security Oversight Office draft revision to Executive Order 12065. OGC will prepare the DCI response to the National Security Council concerning this revision and coordinate it with DDA.

During CY 1981, 6,675 cubic feet of material were destroyed in the hammermill, bringing the total to 42,957 cubic feet since the moratorium was lifted on 28 February 1979.

Regulations Control Division

RCD's workload of regulatory issuances was reduced from 126 to 117 active jobs during the past week representing the difference between those issuances published and newly initiated proposals. For this reporting period, RCD carried out the following 48 actions on issuances: 8 were newly initiated; 1 was circulated for Agency-wide coordination; 6 were provided to OGC for legal concurrence; 8 were in active negotiation; 8 were forwarded to the DCI, DDCI, DDA, or DDO for approval; and 17 were published by the Printing and Photography Division.

Issuances of general interest processed this week included notices announcing the appointment of [REDACTED] as Executive Assistant to the Executive Director [REDACTED], publicizing the effective date of the reallocated parking permits [REDACTED], and outlining rate and benefit changes of the plans available from the Federal Employees Health Benefits Program [REDACTED]

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Information and Privacy Division

IPD moved from the Headquarters Building to Ames Building. Because of the non-availability of their records, no Weekly Report was issued. Information for this reporting period will be included in the next report.

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EO/OIS: (13 Jan 82)

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Distribution:

- Original & 2 - Addressee
- 1 - Each Div Chief w/background
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